



**CDR Alex Woldemariam**  
**19 July, 2013**



# Frequently Asked Questions And Frequently Encountered Issues



- Where can I get training for the JOAPPLY system?
  - Other JOs who have used JOAPPLY.
  - Links to training presentations are located on the APPLY webpage, select JOAPPLY, JOAPPLY Application Process PowerPoint. (<https://205.85.24.103/apply/index.aspx>)
  - This training is also available on the PERS Supply Corps Reserve Community webpage (<http://www.public.navy.mil/bupers-npc/officer/Detailing/rlstaffcorps/supply/Pages/ReserveCommunityunity.aspx>)



- When can I apply for a Billet?
  - When you are within 3 months of your Projected Rotation Date (PRD)
  - If you have an expired PRD
  - If you are In-Assignment-Processing (IAP)

***NOTE: NO JUNIOR OFFICER WILL BE TRANSFERRED  
OUT OF PAY DUE TO EXPIRED PRD***



## JOAPPLY will use a “Cycle” system patterned after the enlisted CMS Cycle

OCTOBER 2007						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	HOLIDAY 8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24			
28	0500 29	30	31			

  

<span style="background-color: cyan; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	JOAPPLY AVAILABLE FOR COMMAND COMMENTS ON BILLETS (No Applications allowed, Commar
<span style="background-color: green; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	JOAPPLY AVAILABLE FOR APPLICATIONS
<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	JOAPPLY AVAILABLE FOR COMMAND COMMENTS ON APPLICANTS (No Applications allowed, Commar
<span style="background-color: red; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	ASSIGNMENT COORDINATORS MAKE ASSIGNMENTS

- The JOAPPLY Cycle will be posted on the APPLY website for review
- Green – RC Junior Officers can submit up to 3 applications during this period.
- Red- indicates when Assignment Coordinators will make selections and issue orders via IDT Orderwriter



## ■ Billet application

- JOs can apply for up to three billets.
- JOs also have the ability to make comments on “Dream Sheets”. This should be restricted to comments you feel the program manager and the assignment authority should know in order to make an informed decision concerning your application, such as, you require a cross-assignment, DAWIA Level I qualified, etc.
- All Junior Officers must apply for Command billets via the APPLY process.



**Browse Vacant JO Billets**  
You cannot “apply” in this mode

**You must login to apply**

[Report a Problem](#) [Help](#)

[Browse Vacant JO Billets](#)

[Login](#) [Helpful Links](#)

### Welcome Aboard!

Welcome to the APPLY Website! We're glad you are here!! [Click here to login](#)

Take a look at the [APPLY FAQ](#) and [Helpful Links](#) pages for assistance with this website.

**Top Frequently Asked Questions** - Click the question to see the answer.

[How and where does official correspondence to the Board President be sent?](#)

[Is it too late to submit a Dreamsheets application?](#)

[Has Membership been decided for this year's APPLY Board?](#)

[When will people be notified if selected for Membership/Board Support and will they be notified if not selected?](#)

[Where do I find the CNRFC Note 5400 for this year's APPLY board?](#)

[Click here](#) for all the FAQs.

### Junior Officer APPLY Information

Beginning on Monday, 1 OCT 2007, the APPLY Website welcomes the addition of Junior Officer APPLY. All Reserve Junior Officers should login to the site to register and review non-command JO billet opportunities. Operational Support Officer and Unit Commanding Officers should login to begin reviewing vacancies and adding comments to the billets. Operational Support Officers should login selecting "Operational Support" from the Access Type drop down box. If you need access as an OSO, please see the Helpful Links page for the link to Request OSO Access. Unit COs should login selecting "Reserve Officer" from the Access Type drop down box. The Unit CO Tools are available in your Reserve Officer menu after login. Interested parties who cannot obtain an APPLY Login may browse the vacant Junior Officer billets by clicking on the link at the top of this page or [clicking here](#).

For more information on Junior Officer APPLY, please review the following documents:

- [JO APPLY Frequently Asked Questions](#)
- [JO APPLY October Schedule](#)



[Report a Problem](#) [Help](#)

[APPLY](#) [Helpful Links](#)

## Login to APPLY

You have been authenticated by your CAC. Do not enter your username and password. Please select a login type to continue.

Username:

Password:

Access Type:

Login

Need OSO or RHS access? Click [here](#) to fill out the access request form.

Need a username and password? Click [here](#) to get started.

Lose your username or password? Retrieve it [here](#).

Want to change your password? Click [here](#).

[Privacy and Security Notice](#)

Login



## Part I: Profile & Registration

## Part II: Assignment Tools

[Report a Problem](#) [Help](#) [Log Off](#) [Helpful Links](#)

### Reserve Officer Menu

LCDR Brandi Head, Welcome to the APPLY website! All Reserve Officers are required to maintain an up-to-date profile in the APPLY system, regardless of their desire to apply for a billet. Your registration/profile is considered up-to-date if all sections have been reviewed during the current calendar year.

### Profile and Registration

Congratulations! Your registration is complete and your profile is up to date.

- \*\* [Current Assignment](#) : Last Reviewed on 10/1/2007
- \*\* [Billet History](#) : Last Reviewed on 6/15/2007
- \*\* [Personal Data and Contact Information](#) : Last Reviewed on 1/31/2007
- \*\* [Qualifications](#) : Last Reviewed on 1/31/2007

### FY08 APPLY Board Results

The FY08 APPLY Board has ended. [Click here](#) to view the board results as an Adobe PDF file.

### Junior Officer APPLY

The tools in this section will allow you to search vacant non-command Junior Officer opportunities awarded through the APPLY system and allow you to apply for those assignments. Senior Officers, officers with more than 1 year of tenure remaining in an assignment, and officer who have not completed registration will be unable to use these tools.

- \*\* [Search for Junior Officer Assignments](#)
- \*\* [View your Dreamsheets](#)
- \*\* [View the JO APPLY Schedule](#)

### Unit CO Tools

Please follow the link below to review the officer billets in your unit.

[Commanding Officer Billet Review](#)

[Privacy and Security Notice](#)



# **Part I**

# **Profile & Registration**



## Profile & Registration

If you have not completed registration, you will see this in your menu:

### Profile and Registration

Your registration is not complete. Please update your profile to complete registration with the APPLY website. Please address the areas marked in red.

- \*\* Current Assignment : Last Reviewed on 1/1/2006
- \*\* Billet History : Last Reviewed on 6/15/2007
- \*\* Personal Data and Contact Information : Last Reviewed on 1/31/2007
- \*\* Qualifications : Last Reviewed on 1/31/2007

### FY08 APPLY Board Results

The FY08 APPLY Board has ended. [Click here](#) to view the board results as an Adobe PDF file.

### Junior Officer APPLY

Your registration is not complete. Please complete your registration in order to review and apply for JO assignments.

- \*\* [Browse Junior Officer Assignments](#) (note: the Browse tool does not allow applications.)
- \*\* [View the JO APPLY Schedule](#)



## Registration: Current Assignment Information

Data as it reflects  
in RHS and NSIPS

What to do if  
the data is  
inaccurate

Do you agree  
with the data?

[Report a Problem](#) [Help](#)

[Main Menu](#) [Helpful Links](#) [Log Off](#)

### Assignment Information

Current records (NSIPS/RHS Data) indicate the following assignment information:

**BIN:** 0001772  
**Assignment Title:** NAV SCI RSCH  
**Desig/Rank/Command:** 1000 / CAPT / CO  
**Assigned Unit:** NR ONR/NRL S&T HQ 100 (89160)  
**RBSC:** 0137  
**AUIC:** CNR ARLINGTON VA (00014)  
**PRD:** ? 20080930  
**Billet Deletion Date:** ? NO DELETION DATE LISTED

If you have incomplete or missing data on this screen then you are either not in a billet or your assignment in NSIPS and RHS is incomplete. If there is no information listed on this screen you are currently not in an assigned billet. If you believe that you should be assigned to a billet and the information on this screen does not reflect that assignment, then you MUST contact your reserve activity to resolve your assignment discrepancy. All of the data on this screen comes directly from Reserve Headquarters System (RHS) which is the sole, definitive database for personnel assignments. If the above information is incorrect or blank, contact your reserve activity to verify your current assignment as directed in the COMNAVRESFORCOMNOTE 5400.

You last reviewed this information on 10/1/2007.

Do you agree that the NSIPS/RHS information shown on this screen is accurate? Confirm you have reviewed this section of your profile by selecting  or

If you are unsure of the accuracy of the presented information, you may temporarily skip this section by clicking

[Privacy and Security Notice](#)



## Registration: Billet History Data

**You can edit  
this  
information**

**Click here to  
edit the  
billet info**

[Report a Problem](#) [Help](#)

[Main Menu](#) [Log Off](#) [Helpful Links](#)

### Billet History

The billet history provides the board with information to better match you to a vacancy. This is critical information used by the board during the slating process and can weigh heavily during billet assignment. Make sure your billet history is accurate and complete. To confirm that you have reviewed this information, scroll to the bottom of the page and press the "Review Confirmation" button.

Click on a Edit to change the information for that entry. Click on Delete to permanently remove the entry from your application.

Click [here to add](#) billets to your history.

		From	To	Billet	Unit	CO	Billet Paygrade	Interim Fill	Active/ Reserve
<a href="#">Edit</a>	<a href="#">Delete</a>	200201	pres	test	test	CO	CAPT	Y	R
<a href="#">Edit</a>	<a href="#">Delete</a>	200001	200112	test	test	OIC	CDR	N	A

You last reviewed this information on [6/15/2007](#). To acknowledge that you have reviewed the contents of this page, please press the button:

[Privacy and Security Notice](#)



## Registration: Billet History Data Continued

Once you have edited the fields, save the info by clicking "Submit"

Then "Return" to Billet History

[Report a Problem](#) [Help](#) [Main Menu](#) [Log Off](#) [Helpful Links](#)

### Update Billet History

Please correct your entry, then click the Update button to update your history and return to the Billet History page. Or to delete the entry, click the link for Delete this Entry.

From:  To:   
YYYYMM YYYYMM or PRES

Billet:  ?  
Unit:   
Command Type:

Please enter the paygrade of this billet:

Were you an Interim Fill for this assignment?

Was this an Active duty or Reserve billet?

All fields are required

[Return](#) to Billet History



## Registration: Personal Data and Contact Information

[Report a Problem](#) [Help](#)

[Main Page](#) [Helpful Links](#) [Log Off](#)

### Personal Data and Contact Information

To confirm that you have reviewed the information in this section of your profile, scroll to the bottom of the page and press the "Review Confirmation" button.

**Data from your Reserve Personnel File (NSIPS/RHS):** If any of this data is incorrect contact your Reserve Activity (Reserve Center, NAR or NOSC) to update your record in NSIPS.

SSN: [REDACTED]  
Name: Brandi Head  
Date of Birth: [REDACTED]  
Designator: 1125  
Rank: LCDR  
Promotion: Not Currently Selected for Paygrade Promotion  
Date of Rank: [REDACTED]  
Address: [REDACTED]  
Home Phone: [REDACTED]  
Work Phone: [REDACTED]

**This data is from  
NSIPS & RHS.  
You must contact  
your NOSC if this  
information is  
Incorrect.**



## Registration: Personal Data and Contact Information continued

**Additional Data:** Please maintain accuracy of the following information. Your email address is very important as a means for us to contact you regarding your official record or changes/updates to the Apply process. You must supply a .mil email address as your primary email address in order to confirm your review of this section of your profile. You may provide a personal email account as your alternate email address. If you alter your email addresses or alternate phone number, you **MUST** press the "Update" button to save the information.

Primary Email (.mil): ?

If you do not have a .mil address, but need to continue registration, please enter apply.navy@navy.mil and specify an alternate email address where we can reach you. The apply.navy@navy.mil address will alert CNRFC N12 that you need to use your alternate address.

Alternate Email (optional): ?

Alternate Phone Number: ?

**You must provide this information. Primary e-mail must be a .mil address.**

You last reviewed this information on 1/31/2007. To acknowledge that you have reviewed the contents of this page, please press the button:  You must supply a .mil email address before you can confirm your review of this section of your profile.



## Registration: Qualifications

If any of the info on this screen is incorrect, see the “Discrepancy Matrix” for assistance.

[Report a Problem](#) [Help](#)

[Main Page](#) [Helpful Links](#) [Log Off](#)

### Qualifications

If any of the information on this screen is incorrect, see the [Discrepancy Matrix](#) for assistance in determining the correct point of contact for corrections. To confirm that you have reviewed the information in this section of your profile, scroll to the bottom of the page and press the "Review Confirmation" button.

**Clearance:** There is no security clearance listed.

**NOBCs:** There are no NOBC entries.

**AQDs:** There are no AQD entries.

**Subspecialties:** There are no Subspecialty entries.

**Education:** There are no Education entries.

You last reviewed this information on [1/31/2007](#). To acknowledge that you have reviewed the contents of this page, please press the button:

[Privacy and Security Notice](#)



# **Part II**

# **Application Process**



[Report a Problem](#) [Help](#)

[Log Off](#) [Helpful Links](#)

## Reserve Officer Menu

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- \*\* [Search for Junior Officer Assignments](#)
- \*\* [View your Dreamsheets](#)
- \*\* [View the JO APPLY Schedule](#)

## Unit CO Tools

Please follow the link below to review the officer billets in your unit.

[Commanding Officer Billet Review](#)

[Privacy and Security Notice](#)

**To apply for  
billets click  
“Search  
for Junior Officer  
Assignments”**



**When you click the link to  
“Search for Junior Officer Assignments”  
this is the opening text you see:**

[Report a Problem](#) [Help](#)

[Main Page](#) [Log Off](#) [Helpful Links](#)

### Advertised Billet Search

The Advertised Billet Search tool is provided for you to view advertised billets in the Junior Officer APPLY billet database. The Junior Officer APPLY billet database contains all Junior Officer (LCDR and below) billets found in the RHS Database, with the exception of CO, OIC, and XO billets handled by the APPLY process and community specific billets not handled by the APPLY Process. Your view of advertised billets is filtered based on your designator and rank so that you may only view those assignments that you are qualified to fill. The filters have been developed by following the RFAS instruction.

All Junior Officer APPLY billets are advertised unless one or more of the following criteria are met:

- ◆ The billet is currently filled.
- ◆ The billet is scheduled for deletion or has an end date in RHS.
- ◆ The billet has been suppressed by CNRFC action.

If you believe a billet is advertised in error, please contact CNRFC N12.

Also, please keep in mind the following rules when adding billets to your Dreamsheets.

- ◆ Billets may only be added to your Dreamsheets during the Application Phase of the Junior Officer APPLY Cycle.
- ◆ If you have tenure remaining in your current assignment, your ability to add a billet to your Dreamsheets may be disabled.
- ◆ If an assignment is not advertised, you may not add it to your Dreamsheets.

[Continue to the Search Billets tool](#)

[Privacy and Security Notice](#)

**Continue  
Searching**



**Search**

**Filter Capabilities:**

**Rank**

**Designator**

**NOBC**

**RUIC**

**NRA**

**RCC**

**Program Code**

[Report a Problem](#) [Help](#)

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**Search**

Search for the available billets based on the criteria defined using the list boxes below.

To make multiple selections use the Ctrl key. If you are using a Macintosh, use the Cmd key.

Rank

ALL  
LCDR  
LT  
LTJG

Designator

ALL  
1000: Skilled and experienced URL or Special Duty Office  
1020: 1600/IP or URL Officer  
1050: URL warfare qualified officer

NOBC

ALL  
0002: MED DPT STF  
0005: DIR HS/PGM  
0010: CHAIRDPT T PGM

RUIC:

**\*\*NOTE\*\*** Separate multiple RUICs with a comma

NRA

ALL  
NOSC LUBBOCK TX



**To review  
billets click  
“Details”**

Search Results						
Shown below are all the billets matching your search criteria. Click on Details to view the billet details. Click on "Add" to add the billet to your Dreamsheet. Click on the column heading to sort by that field.						
962 billets found matching your search criteria. Viewing records 1 through 10.						
	Add to Dreamsheet	Billet Title	Unit Name	RUIC	RBSC	Desig
<a href="#">Details</a>	<a href="#">Add</a>	OP CTLCEN BRF/N423RW111 LCAC B	NR CNO FLEET READ AND LOG	87987	7028	1000
<a href="#">Details</a>	<a href="#">Add</a>	STF PLN/MANAGEMENT ANALYST	NR CNO MANAGEMENT ANALYS	87875	1489	1000
<a href="#">Details</a>	<a href="#">Add</a>	LIAISON R&D/PHYS SCI RSCH	NR ONRG S&T 103	86989	0125	1000
<a href="#">Details</a>	<a href="#">Add</a>	LIAISON R&D/COMM RSCH	NR ONR/NRL S&T 105	86987	0159	1000
<a href="#">Details</a>	<a href="#">Add</a>	LIAISON R&D/ARM RSCH	NR ONR S&T 102	83148	0152	1000
<a href="#">Details</a>	<a href="#">Add</a>	RA STFOPSCMDCEN/SDO-N311	NR COMSC 106	89272	7014	1110
<a href="#">Details</a>	<a href="#">Add</a>	RA STFOPSCMDCEN/SDO - N311	NR COMSC 106	89272	7015	1110
<a href="#">Details</a>	<a href="#">Add</a>	RA STFOPSCMDCEN/SDO-N311	NR COMSC 106	89272	7017	1110
<a href="#">Details</a>	<a href="#">Add</a>	DESK OFFICER	NR SEALOGEUR 102	89271	7034	1110
<a href="#">Details</a>	<a href="#">Add</a>	PUBLIC AFFAIRS OFF 15/49	NR USPACOM DET 120	89631	7119	1000



## Billet Details

## Unit Information

## Billet Information

## Supported Command Information

[Report a Problem](#) [Help](#) [Search](#) [Log Off](#) [Helpful Links](#)

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### Billet Details

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#### Unit Information

Name: NR USSTRATCOM OPS HQ 1864  
Short Title: US STRATCOM AIRB  
RUIC: 87688  
AUIC: 49325  
Reserve Center: NOSC OMAHA NE  
Commanding Officer: CDR KRISTI SIDEBOTTOM -

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#### Billet Information

BIN: 2916743  
PRD: No PRD  
Number of Applicants: 0  
Description: WRNG SYS 3611G/001CONTROLLER  
Rank/Desig: LCDR/1050  
Command Type: NON  
RBSC: 7000  
VRFAS: I: CDR THRU LT  
HRFAS: AB: DESIGNATOR MATCH, IN TRAINING FOR REQ NOBC  
NOBC Requirements: PRI: 9067: STF REDI GEN , SEC: Not listed

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#### Additional Billet Information

Drill Location: Offutt AFB, Omaha, NE  
Drill Frequency: Flex  
Weekday Drill: Flex  
Security Clearance: TS/SCI

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#### Supported Command Information

Name: US Strategic Command  
Mission: Not specified  
Location: Offutt AFB, Omaha, NE



## Billet Details Continued

### Supported Command Comments

#### Comments

#### Supported Command:

USSTRATCOM is a globally focused combatant command with missions of Space Operations; Information Operations; Integrated Missile Defense; Global Command and Control; Intelligence, Surveillance and Reconnaissance; Global Strike; Strategic Deterrence; and Combating Weapons of Mass Destruction.

#### Commanding Officer:

{ "Mission Assurance Operations Officer" Provides actionable information to support risk management decision-making. Identifies requirements & advocates for vulnerability mitigation and remediation. Accomplishes CIP deliberate and time sensitive planning. Serves as a member of the Global Integration Center (GIC) battle staff. Must have TS-SCI and NC2-ESI eligible. Workday reqts - Requires drilling during regular work week

[Return to Search Results](#)

### Commanding Officer Comments

[Privacy and Security Notice](#)



## Search Results

962 billets found matching your search criteria. Viewing records 1 through 10.

	Add to Dreamsheet	Billet Title	Unit Name	RUIC	RBSC	Design
Details	Add	OP CTLCEN BRF/N423RW111 LCAC B	NR CNO FLEET READ AND LOG	87987	7028	1000
Details	Add	STF PLN/MANAGEMENT ANALYST	NR CNO MANAGEMENT ANALYS	87875	1489	1000
Details	Add	LIAISON R&D/PHYS SCI RSCH	NR ONRG S&T 103	86989	0125	1000
Details	Add	LIAISON R&D/COMM RSCH	NR ONR/NRL S&T 105	86987	0159	1000
Details	Add	LIAISON R&D/ARM RSCH	NR ONR S&T 102	83148	0152	1000
Details	Add	RA STFOPSCMDCEN/SDO-N311	NR COMSC 106	89272	7014	1110
Details	Add	RA STFOPSCMDCEN/SDO - N311	NR COMSC 106	89272	7015	1110
Details	Add	RA STFOPSCMDCEN/SDO-N311	NR COMSC 106	89272	7017	1110
Details	Add	DESK OFFICER	NR SEALOGEUR 102	89271	7034	1110
Details	Add	PUBLIC AFFAIRS OFF 15/49	NR USPACOM DET 120	89631	7119	1000

1 2 3 4 5 6 7 8 9 10 ...

**may select  
up to 3  
choices**



## Confirmation of billet choices on a dreamsheet

	Add to Dreamsheet	<u>Billet Title</u>	<u>Unit Name</u>	<u>RUIC</u>	<u>RBSC</u>	<u>Desig</u>
Details	On Dreamsheet	OP CTLCEN BRF/N423RW111 LCAC B	NR CNO FLEET READ AND LOG	87987	7028	1000

**This billet has already been added to your Dreamsheet.**

Add to my Dreamsheet

Return to Search Results

**If the billet has already been added to the dreamsheet, a message will appear on the grid and on the billet details page**



## Dreamsheet with 3 choices

[Report a Problem](#) [Help](#) [Main Page](#) [Log Off](#) [Helpful Links](#)

### Dreamsheet

Shown below is the list of billets you have added to your Dreamsheet and any application comments you have entered. To remove a billet from your Dreamsheet, click the X in the remove column for that billet. Use the link below the application comments to edit your comments.

Total Billets: 3 [View Printable Dreamsheet](#) [Return to Search Results](#)

Billet Name	Unit Name	RBSC	Designator	Rank	Remove
<a href="#">OP CTLCEN BR/423RW111</a> <a href="#">LCAC B</a>	NR CNO FLEET READ AND LOG	7028	1000	LCDR	<input type="button" value="X"/>
<a href="#">STF PLN/MANAGEMENT</a> <a href="#">ANALYST</a>	NR CNO MANAGEMENT ANALYS	1489	1000	LCDR	<input type="button" value="X"/>
<a href="#">LIAISON R&amp;D/ARM RSCH</a>	NR ONR S&T 102	0152	1000	LCDR	<input type="button" value="X"/>

**Your Application Comments:**  
Please consider for my billet choices. I am a highly qualified officer seeking a competitive assignment opportunity.  
[Click here](#) to edit your comments.

[Privacy and Security Notice](#)

Submit  
remarks  
here

Click here  
to remove  
choice

Removing and adding billets and modifying application comments is only allowed during the application phase of the JOAPPLY cycle.



### **\*\*\*\*Conclusion\*\*\*\***

**The Third phase of JOAPPLY is where the OSO's review all applicants that have applied for their billets. They have the ability to:**

- Rank the applicants**
- Disapprove an applicant**
- Comment on the applicants**

- The Final phase of JOAPPLY is where CNRFC N12 Assignment Coordinators review all applicants, OSOs ranking & comments, then slate the Junior Officers to billets .**
- You are notified via the e-mail of your application result.**
- All orders are sent directly to the gaining and losing NOSCs, and the respective Echelon IV.**
- If you are disapproved, you may reapply for another 3 billets during the next cycle.**

**You can view your new orders via the Current Assignments link in your Profile.**



- Application Comments
  - Comments are limited to 500 characters. A space is considered a character.

BIN 1234567 is my #1 choice. I am DAWIA Level 1 qualified.

BIN 2345678 is my #2 choice. I will need to be cross-assigned.

BIN 3456789 is my #3 choice. I have enlisted expeditionary experience.



- Once you have received orders, ensure you are gained by your NOSC or your billet will continue to advertise in JOAPPLY.
  - All orders are sent directly to the gaining and losing NOSCs and the respective Echelon IV.
- Members can only remain in IAP for 90 days, unless there is a CNRFC approved plan in place to allow for an extension.
  - If exceed 90 days and aren't actively pursuing orders, CNRFC can assign you to a vacant billet



- Billet will advertise 90 days prior to the incumbent's PRD.
- Billet tenure is a 3 years for local fills, 2 years for cross-assignments (CA).
- Not all units can support CA's such as expeditionary units. This should be stated in the billet information.
- No billets are withheld from JOAPPLY unless they are undergoing restructuring or billet/unit disestablishment.
- If you only apply for one billet you will not automatically be awarded that billet.
- If you do not receive orders, reapply next cycle.
- You can view your new orders via the Current Assignments link in your Profile.



# Points of Contact

## JOAPPLY Issues

[CNRFC JOAPPLY@navy.mil](mailto:CNRFC_JOAPPLY@navy.mil)

**YNC(EXW/SW) David Ribeiro**

[david.ribeiro@navy.mil](mailto:david.ribeiro@navy.mil)

**(757) 322-2441**

## JOAPPLY Assignments/Billet Questions

**CDR(Sel) Josh Lafferty**

[Joshua.Lafferty@navy.mil](mailto:Joshua.Lafferty@navy.mil)

**(757)-322-6553**



**QUESTIONS?**